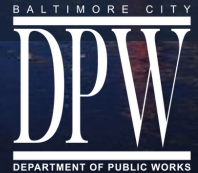




CITY OF BALTIMORE

DEPARTMENT OF PUBLIC WORKS

CHIEF ADMINISTRATIVE OFFICER



THE CITY

Baltimore City is the largest city in the State of Maryland with a population of just over 585,000 and one of the oldest and most historically relevant cities in the United States. Baltimore is home to 13 colleges and universities, as well as two public community colleges including top schools such as Johns Hopkins and the historic Morgan State University.

Baltimore has a thriving arts culture, world-class sports teams, and supreme museums. Charm City (a common nickname) is an excellent place to visit with its spectacular waterfront views and rich history makes this city a destination city.

Baltimore City is the place to visit, an exciting place to work and an extraordinary place for the family to play and experience the heart of this vibrant city. The Inner Harbor is home to the National Aquarium, an urban beach, and a plethora of shops and seafood restaurants. Art lovers will be moved by the extraordinary collection at the Baltimore Museum of Art. And the Regional Lewis Museum, Sports fans will enjoy Oriole Park at Camden Yards, home to the multiple World Series-winning Baltimore Orioles and M&T Bank Stadium where the Superbowl winner Baltimore Ravens play. Diehard American and Civil Rights history enthusiasts cannot leave without visiting Fort McHenry – the site where the Star-Spangled Banner was composed.

Baltimore is one of the best cities for foodies in Maryland, with credits going to a culinary boom that's intertwined with Chesapeake Bay seafood classics. Known for its crab cakes.

Not only is there history, great food and beautiful architecture in Baltimore city, there is Community. There are more than 250 neighborhoods in Baltimore creating a vibrant, diverse and culturally rich environment.

THE DEPARTMENT

Baltimore Department of Public Works is the largest department in the city of Baltimore and is by far the most complex municipal operation in the city. DPW's workforce is budgeted at 2,500 employees, with a \$660 million annual operating and a 6-year \$1.8 billion dollar capital budget. DPW is a 24/7 operation with a very diverse set of responsibilities. Public Works like no other agency literally flows through every neighborhood in Baltimore.

Our Mission

We support the health, environment, and local economy of the city and the region by providing its customers with safe drinking water and keeping its neighborhoods and waterways clean.

Our Vision

To be a strong proponent and protector of our environment and the health and vitality of our communities.

Commitment

Exercising "Equity in All We Do" T

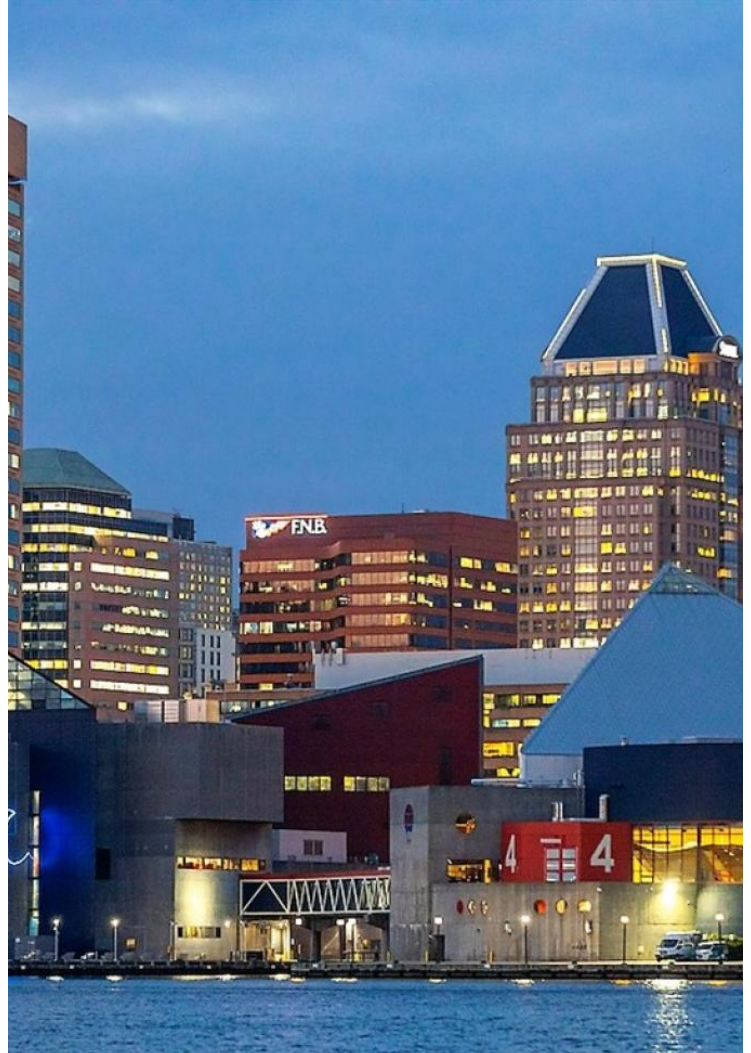
The Department of Public Works is unique, and is comprised of several bureaus, divisions, and offices. The two bureaus that are the face of DPW include:

The Bureau of Solid Waste (BSW) which is dedicated to cleaning City neighborhoods throughout the city. BSW is divided into divisions, each with different areas of responsibility in waste management and disposal: Routine Services Division, Special Services Division, Property Management Division, Marine Operations Division, Mechanical Street Sweeping Division & Convenience Centers, and Disposal Services Division, in addition to the Office of Administration and the Office of Waste Diversion.

The Bureau of Water and Wastewater (BWW) is responsible for sourcing raw water and treating and distributing drinking water to 1.8M residents in the Baltimore area. BWW is also responsible for collecting, conveying and treating wastewater from the region at two of the largest wastewater treatment facilities in the state.

The operation, maintenance, and capital improvements of all the infrastructure required for drinking water and clean water is under the purview of BWW. Its assets include the following: 3 raw water reservoirs with a combined storage volume of 80 billion gallons, 3 water treatment facilities, 3900 miles of water mains, 30 drinking water pumping stations and storage facilities, 1100 miles of stormwater pipes, 1400 miles of sewer mains, 15 wastewater/stormwater pumping stations, and 2 wastewater treatment facilities.

DPW is the proud administrator of the Prettyboy, Loch Raven, and Liberty reservoirs which hold 86 billion gallons of water. Baltimore has three water treatment plants, Montebello I, Montebello II, and the Ashburton Filtration Plant. Combined, the plants produce up to 360 million gallons of drinking water per day. Not only does DPW have the oversight of the water of these reservoirs but offers recreational activities that include, fishing, kayaking and trails in an outdoor setting that cannot be matched in the State of Maryland.



CHIEF ADMINISTRATIVE OFFICER



The Chief Administrative Officer (CAO) is responsible for executive level leadership and visioning for planning, analyzing, and evaluating the Agency's business and internal and external operations. The Bureaus of Solid Waste and Water, Wastewater serve as the client to this office. The CAO Division is responsible for the operations of Human Resources, Professional Development and Safety Training, Employee Relations, Payroll via Workday software, Recruiting and Hiring, Marketing, Communications, Public Relations, Youth Services, Print Shop, Information Technology and Material and Supplies.



As a member of the Executive Leadership Team, the CAO reports directly to the Agency Director and has a leadership role in the strategic planning and development of Agency's resources to support its mission and goals.

The ideal candidate will be expected to develop long term cost-effective operational strategies to support the Agency's initiatives, analyze data to make sound decisions, recommend operational efficiencies, and represent the Agency's interest in various internal and external constituent groups. The ideal candidate will be an honest, professional, and ethical leader who is willing to make decisions for the greater good of the Department and the community with a focus on equity.



The ideal candidate is expected to be customer service-oriented and have a strong and engaged presence in the community and must be responsive to resident concerns, needs and willing to make tough decisions based on best practices, data, and thoughtful policy.

The new CAO is expected to be analytical, politically astute and possesses excellent communication skills, both oral and written. The ideal candidate will have exceptional relationship-building skills and strive to improve staff morale through open communication, inclusiveness, and teamwork, creating an environment of trust.

JOIN OUR TEAM

RESPONSIBILITIES

- Oversee an integrated strategic communications plan to advance the Agency's brand identity; broaden awareness of its programs and priorities; and increase the visibility of its programs across key stakeholder audiences.
- Develop a public information strategy for the Agency.
- Ensure that the Agency's talent acquisition and recruitment functions are conducted in accordance with best practices.
- Leads the development and implementation of all aspects of the Agency's training programs, policies, and objectives to develop and maintain an effective workforce.
- Ensure that all divisions are measuring performance through Key Performance Indicators and tracking internal and external progress using dashboards.
- Determines the organizational structure, staff assignments, service levels and administrative systems required to accomplish a department's mission.
- Represents the department before and/or provides information to commissions, boards, committees, and representatives from federal, state, and local agencies, as well as community organizations.

REQUIRED QUALIFICATIONS

Master's Degree in Business Management, Accounting, Finance, Leadership or related field. Ten years of progressively responsible business, management, leadership, finance and/or accounting operations management experience, ten years of administrative and supervisory responsibility and managing a diverse workforce

COMPENSATION

Internal Classification: Operations Director I

Salary Range: \$111,047 – \$183,073- placement within this range is dependent upon experience and qualifications.

Report to: Agency Director

Number of Direct Reports: 6-8 Division Chiefs and 1 Administrative Professional



BENEFITS

- Assigned downtown parking space
- Personal leave days in addition to vacation and sick leave days
- Cash for Sick leave incentive (annually)
- Medical
- The city also provides an excellent benefits package, including:
 - Health – Management Cafeteria Plan
 - Vacation Leave
 - Sick Leave
 - Holidays
 - Pension Benefits
 - Retirement

EXPRESSION OF INTEREST

Please Submit Resume and Cover letter to:

Belinda Harris, Sr. Recruiter

Email: belinda.harris@baltimorecity.gov

Successful completion of a thorough background investigation prior to employment is required. The City of Baltimore is an Equal Opportunity Employer encouraging workforce diversity. This information contained herein does not constitute either an express or implied contract, and these provisions are subject to change.

